

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503

USAFACFS Supplement 1
to AR 1-33

15 April 2003

Administration
MEMORIAL PROGRAMS

Further supplementation by subordinate commanders is prohibited unless specifically approved by Headquarters, USAFACFS.

AR 1-33, [15 January 1981](#), is supplemented as follows:

Page 1, paragraph 1, Purpose. Add subparagraph d after subparagraph c.

d. Local policies and responsibilities for the USAFACFS Command Memorialization Program.

Page 1, paragraph 2, General. Add the following at the end of the paragraph:

Commanding General, USAFACFS, will establish a Memorialization Board. Membership will be comprised of Chief of Staff, Training Command; Deputy Commanding Officer, III Corps Artillery; [Deputy](#) Commander, Field Artillery Training Center; Director of Community Activities; Director of Information Management; [Chief, Department of Public Works, Installation Management Support Center](#); Public Affairs Officer; and Museum Director, DPTM; with the Director of Information Management serving as chairperson.

Page 1, paragraph 3, Applicability. Add subparagraph d after subparagraph c.

d. This installation, tenant activities at Fort Sill, and off-post activities under the command jurisdiction of this installation.

Page 1, paragraph 6, Responsibilities. Add subparagraphs d, e, f, g, h, i, j, and k after subparagraph c.

d. Fort Sill activities will submit nominations in memorandum format through their chain of command. Address memorandum to Directorate of Information Management, ATTN: Memorialization Board. Nominations will include--

(1) Name, grade, and branch of service of individual.

*This supplement supersedes USAFACFS Supplement 1 to AR –133, 22 April 1997.

- (2) Biographical sketch.
- (3) Outstanding achievements.
- (4) Specific building, street, or area recommended as proper memorial.
- (5) Data to support association of individual with memorial.
- (6) Exact name proposed for memorial.

e. General public will submit nominations in writing to Directorate of Information Management, ATTN: Memorialization Board. Nominations will include items listed in paragraph 6d above.

f. DOIM will have general staff responsibility and have specific responsibility for--

- (1) Establishing directives necessary for processing actions.
- (2) Providing administrative advice on correct procedures and formats.
- (3) Scheduling Memorialization Board meetings.
- (4) Forwarding board recommendations to CG for approval.
- (5) Announcing approved memorialization actions.
- (6) Maintaining record files pertinent to memorialization.

g. DPTM will advise and assist the sponsoring Fort Sill activity in the conduct of any ceremonies connected with the memorialization.

h. Museum, DPTM, will conduct, as necessary, required research of background information and provide verification of candidate names for memorialization.

i. PAO is responsible for planning appropriate publicity in the Cannoneer and coordinating coverage in the civilian media.

j. Protocol is responsible for coordinating guest lists with sponsoring activity and distributing appropriate invitations.

k. Sponsoring activity is responsible for costs incurred for memorial markers/plaques.

(ATZR-URA)

FOR THE COMMANDER:



ROBERT A. CLINE
COL, FA
Chief of Staff

KATHY L. BANKS
Director of Information
Management

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